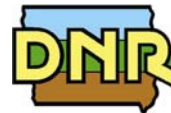




Designation of Responsible Official for SPARS Web Minor Sources



The following steps are required to submit construction permit applications and minor source emission inventories to the Iowa DNR using SPARS:

1. Identification of a Facility Administrator and of a Responsible Official for your facility. The same person may fulfill both roles.
2. Completion and submittal of the Facility Administrator form.*
3. Completion and submittal of the Responsible Official form.*

Your facility's Responsible Official can be designated using this form. However, **if you prefer to have the Iowa Air Emissions Assistance Program at the Iowa Waste Reduction Center complete and submit your application and/or inventory, do NOT use this form. Please contact the IAEAP/IWRC for the appropriate form at (800) 422-3109.**

As the Responsible Official, the person identified below will have the authority to submit applications and/or inventories to the Iowa DNR using SPARS. Duplicate this form if different Responsible Officials have been identified for Construction Permitting and Minor Source Emission Inventory.

Check those that apply:

☐ Construction Permit Applications

☐ Minor Source Emission Inventories

Your Company and the Responsible Official are accountable for the truth and accuracy of the information submitted to the DNR and for meeting any deadlines required by Iowa and Federal Codes.

Once the DNR creates the account requested in this form, the Responsible Official will receive a user ID, a password, and a personal identification number (PIN).

Check the appropriate box if it applies:

☐ Additional Responsible Official

☐ Replacement of Responsible Official

Print Name

Date (mm/dd/yyyy)

Title

Phone #

Email Address

Signature (*Mandatory in order to satisfy the signature requirements of the Construction Permit program*)

I certify that based on information and belief formed after reasonable inquiry, the enclosed documents including the attachments are true, accurate, and complete. Legal entitlement to install and operate the equipment covered by and on the property identified in the permit application has been obtained.

List all facilities for which you wish to be designated as the Responsible Official (Duplicate this form as needed)

Facility Name

Facility Number

Facility Name

Facility Number

Facility Name

Facility Number

Facility Name

Facility Number

***Mail both required forms to:** Iowa DNR – Air Quality Bureau at 7900 Hickman Road, Suite 1,
Urbandale, Iowa 50322 Attention: SPARS Data Administrator